Add Printer

Windows 10

This is a general guide to install a network printer on a Windows 10 computer without the administrator username or password.

Prerequisites: Printer IP address

Instructions:

1. Click the Start Menu Button 

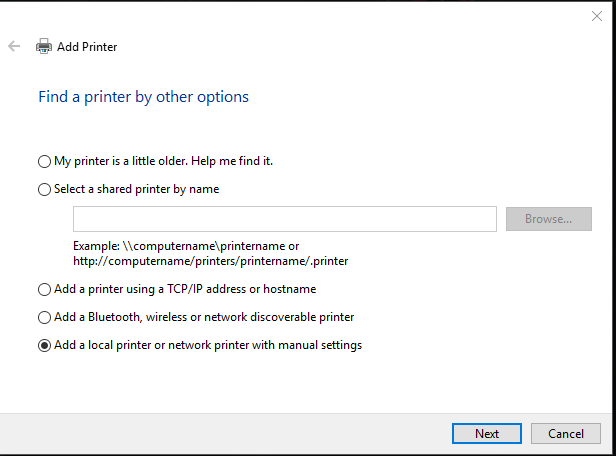
2. Click Settings from the Start Menu 

3. Windows Settings opens > click Devices

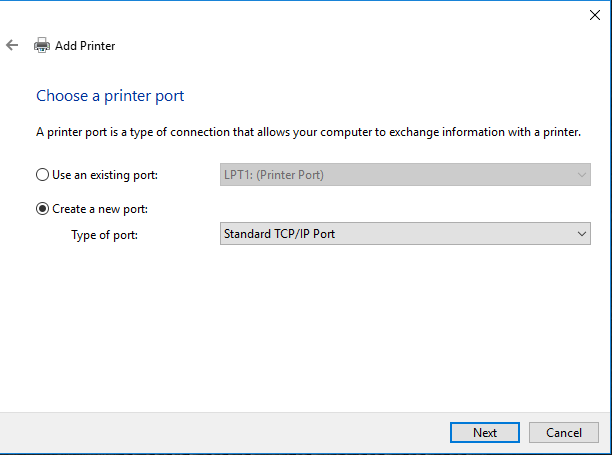
4. Select Printers & Scanners from the left column > click add printer in right column > the computer will search for printers then a link will appear, see step 5.

5. Click the link “The printer that I want isn’t listed”

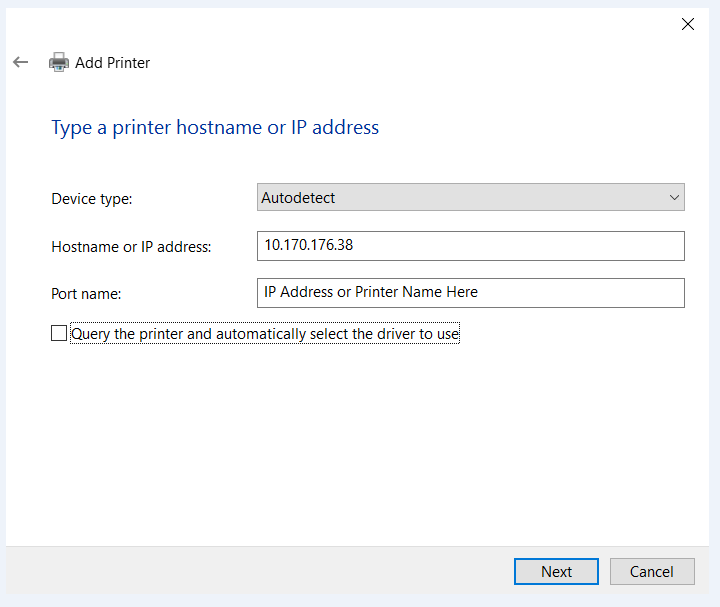
6. Check the radio button for “Add a local printer or network printer with manual settings” > click Next



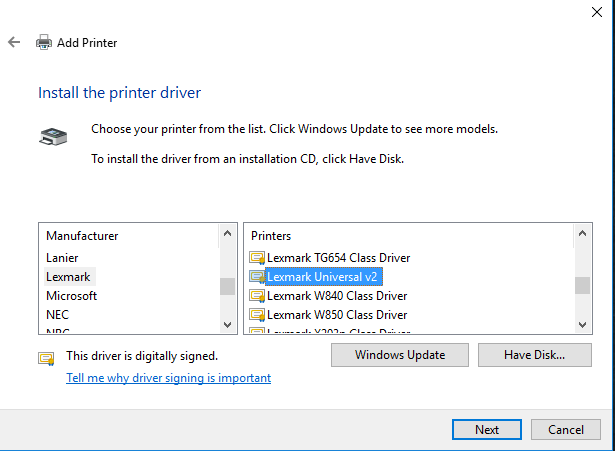
7. Select “Create a new port” and change the drop down window to Standard TCP/IP Port > click Next



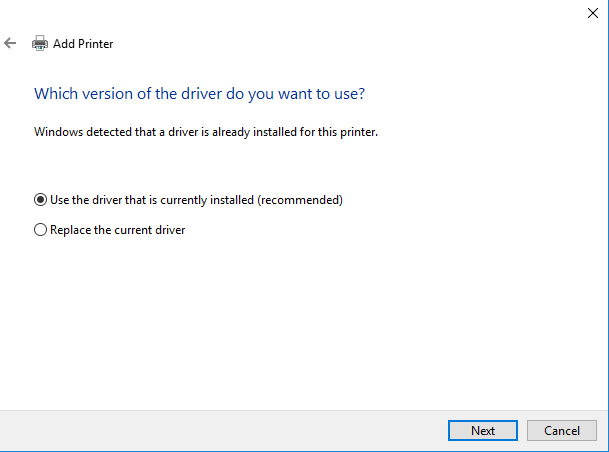
8. Type a printer hostname or IP address > in Host or IP address type in IP address of printer. Uncheck the box to “Query the printer and automatically select the driver to use > click Next



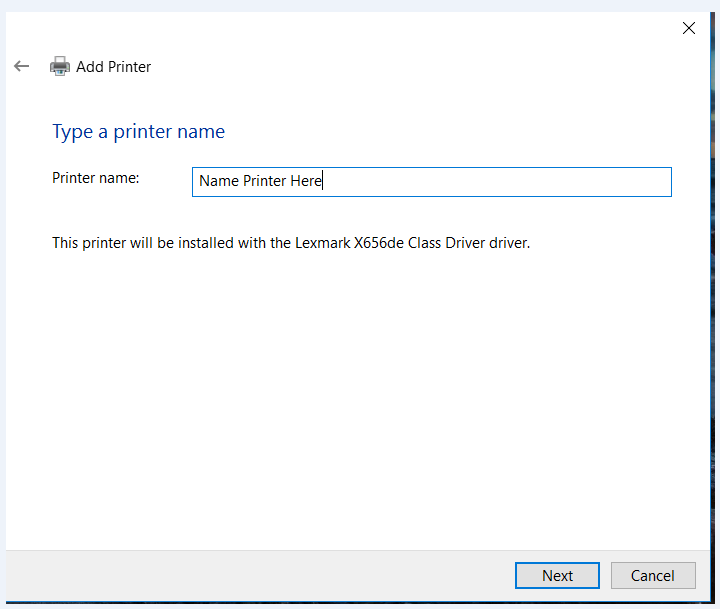
9. Select then printer manufacturer (Lexmark) from the left column and printer model (Lexmark Universal v2) from the right column > click Next



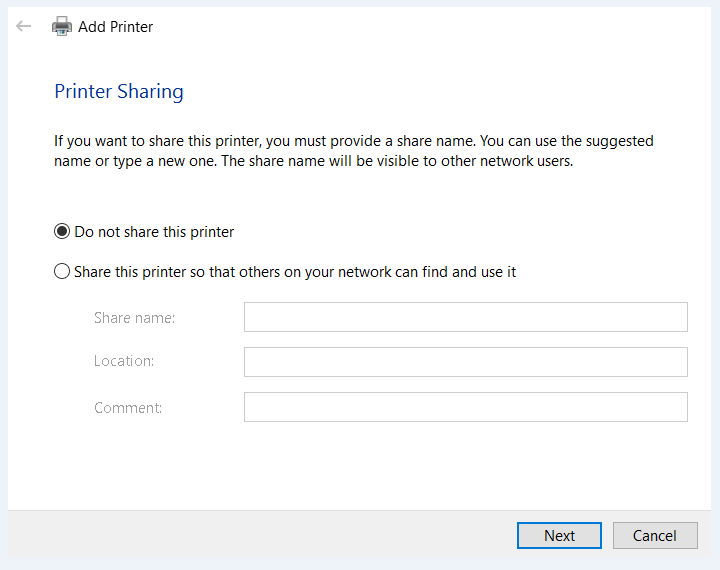
10. Which version of the driver do you want to use? > select “Use the driver that is currently installed (recommended)” > click Next



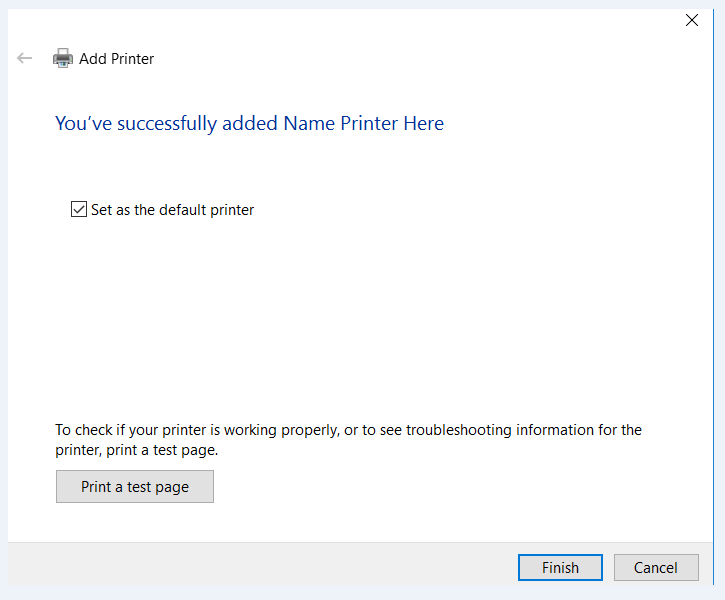
11. Enter the printer name, this can be any name. e.g. Room B-1 > click Next



12. Select the radio button “Do not share this printer” > click Next



13. Print a test page, this is to confirm the printer properly connected. If this is your default printer then leave the Set as the default printer box checked.



14. Click Finish